

Fond du Lac County

LAND INFORMATION DEPARTMENT

(920) 929-3135

FAX (920) 929-7655

City/County Government Center
160 South Macy Street, Fond du Lac, WI 54935

TO: Rural Address Applicant

FROM: Fond du Lac County E911 Systems/GIS Specialist

RE: Rural Address Issuance Instructions and Procedures

The procedures for the issuance of Rural Addresses have been established in order to accommodate the Fond du Lac County E911 Dispatch Communications Center. These procedures are required in order to ensure proper quality control and data management operations. The *E911 Rural Address Application Form* has been created to accommodate this.

The *E911 Rural Address Application Form* is made available through four options. The applicant may visit the County Land Information Department to receive a form, the form may be mailed or faxed to the applicant or the applicant may download the form located on the Fond du Lac County Land Information Department web page at www.fdlco.wi.gov

Before a new Rural Address can be issued, depending upon the class of road the new proposed driveway is located on (*State, County or Town*) there may be restrictions affecting its location. The appropriate office, (*WisDOT, County Hwy, or Town*) should be contacted regarding this. Once this initial required step is completed, the applicant must then complete the *E911 Rural Address Application Form*. The applicant must measure the distance in lineal feet along the side of the road from the center of the new proposed driveway location to the center of the nearest existing addressed driveway. This can be an existing driveway on either side of the road, whichever is closest. Alternatively, if there are no existing addressed driveways on the road, then a measurement from the new driveway center to the nearest intersecting road may be used. This procedure is sometimes used in a new subdivision when the applicant is the first property being developed. A sketch should then be drawn depicting the distance between the driveways or driveway/nearest road intersection, including any pertinent road names and addresses used as reference (*see example, page 2*). If you will be sharing an existing driveway with another residence or business, please show the exact location of the existing and future structures in relation to the driveway. The measurement should be as accurate as possible, in lineal feet and not taken from the odometer of an automobile. A detailed site plan is strongly advised to supplement the *E911 Rural Address Application Form*.

Once the applicant completes the form, it must be returned to the County Land Information Department for review. The new Rural Address will be issued within two business days upon retrieval of all required information. There may be additional questions that may arise that will need to be answered by the applicant, if the form does not completely contain all required information. The applicant will then be contacted in order to determine this information. Once all information is retrieved, the new address will be issued within the stated time period. The applicant will have three options for receiving the new address, via the completed *E911 Rural Address Application Form*. The applicant may visit the County Land Information Department to receive the completed form or it may be mailed or faxed to the applicant; however, there will be no verbal issuing of addresses over the phone. Once the applicant has received the completed *E911 Rural Address Application Form* and their new address, they should retain the *E911 Rural Address Application Form* in a secure place for future reference. The appropriate Town office will be officially notified of the new address by our office. The Town will then provide an official Rural Address sign for your property. There may be a Town fee for this sign, you may contact your local Town officials regarding this. The official sign may take several weeks to arrive at your property; as a result, we recommend that you post a temporary Rural Address sign at the base of your new driveway, in order to provide assistance in locating your property. This may simply be a piece of wood with the new address spray painted on it. Once the official Rural Address sign arrives at your property, please discard the temporary sign and verify that the address information on the sign matches the information indicated on your *E911 Rural Address Application Form*. If the information does not match or if there is a problem of any kind, please contact our office immediately.

QUESTIONS? PLEASE CONTACT RUSS RAUBE IN THE LAND INFORMATION DEPARTMENT AT 920-929-3135

Mailing address

**FOND DU LAC COUNTY LAND INFORMATION DEPARTMENT
160 S. MACY ST.
FOND DU LAC, WI 54935**

Fond du Lac County
160 S. Macy St Fond du Lac, WI 54935
Phone (920) 929-3135 Fax (920) 929-7655

* **PLEASE PRINT OR TYPE***

E911 Rural Address Application

<u>Applicant Name & Current Mailing Address</u>	<u>Type of use (circle one) 1-4</u> 1)New Home / Business 2)New Structure (No Septic) 3)Existing Structure Not Previously Numbered 4)Existing Address Change 2)Type_____ 3)Type_____				
<u>Property Owner (if different)</u>	<u>Town Name</u>				
<u>Daytime Phone Number (s)</u> <u>Fax Number (if applicable)</u>	<u>1/4 1/4 Section</u> (NE, NW, SE, SW)	<u>1/4 Section</u> (NE, NW, SE, SW)	<u>Section #</u> (1-36)	<u>Town #</u> (13-17)	<u>Range #</u> (14-19)
<u>CSM # (Certified Survey Map) (if applicable)</u> or <u>PIN</u> <u>Lot#</u>	<u>Subdivision Name (if applicable)</u>				<u>Lot #</u>
<u>Sanitary Permit # or Sanitary Sewer Service District(if required)</u>	<u>Land Use Permit # (if required) (Shoreland Zoning or floodplain)</u>				<u>Date Issued</u>

Please circle appropriate direction

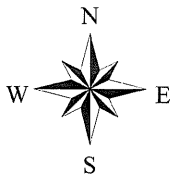
DRIVEWAY LOCATION FOR NEW ADDRESS IS _____ FEET EAST, WEST, NORTH, SOUTH OF
ADDRESS _____ LOCATED ON _____ (ROAD NAME).

Alternative method

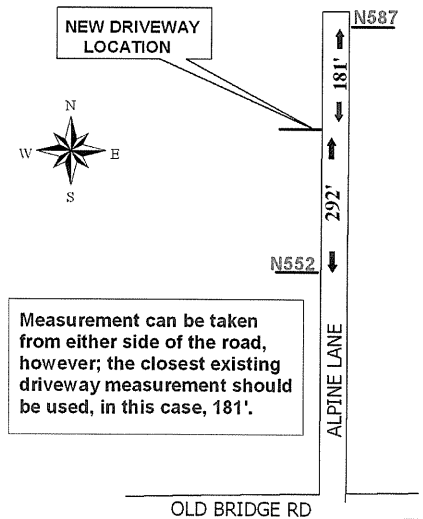
Please circle appropriate direction

DRIVEWAY LOCATION FOR NEW ADDRESS IS _____ FEET EAST, WEST, NORTH, SOUTH OF
INTERSECTION WITH _____ (ROAD NAME).

Please reference North Arrow correctly



Example



FOR DEPARTMENT USE ONLY

DATE ISSUED

NEW ASSIGNED ADDRESS _____

TOWN CONTACT PERSON _____